

**FIRE CHIEF  
STUDY GUIDE**

A written examination for the class of **FIRE CHIEF** to be administered in **BASTROP** on **SEPTEMBER 29, 2004**, will consist of approximately 148 multiple-choice questions. The examination will test your knowledge in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>FIRE ADMINISTRATION</b>  Knowledge of the principles of effective fire service administration, including management theory and organizational behavior, planning and risk management.	16.9%
<b>PERSONNEL MANAGEMENT/EMPLOYEE RELATIONS</b>  Knowledge of accepted practices in personnel management and of the procedures for developing and maintaining an effective employee relations program, including recruitment and selection, performance evaluation, grievance resolution, and applicable provisions of civil service law; and establishing a system for internal department controls.	11.5%
<b>FINANCIAL MANAGEMENT</b>  Knowledge of the financial management and planning process of a public agency, including budget preparation, and overseeing the expenditure of budgeted funds.	5.4%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p><b>INFORMATION MANAGEMENT / WRITTEN COMMUNICATIONS</b></p> <p>Knowledge of effective information management practices, including establishing policy for and overseeing a system for the preparation, control, and retention of records; and knowledge of the information gathering process and compilation of data into an effective written format for correspondence, reports, or other formal department communications.</p>	11.5%
<p><b>PUBLIC RELATIONS</b></p> <p>Knowledge of effective public relations practices which foster a positive public image of the department through contact with other agencies, and the public.</p>	5.4%
<p><b>FIRE PREVENTION EDUCATION/PUBLIC SPEAKING</b></p> <p>Knowledge of the procedures involved in developing and conducting a fire prevention/public education program to address specific community needs; and knowledge of accepted practices in public speaking, including elements of effective communications, preparation of material, and speech presentation.</p>	5.4%
<p><b>SUPERVISION</b></p> <p>Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates, to resolve conflicts, and to maintain discipline.</p>	12.2%
<p><b>TRAINING</b></p> <p>Knowledge of the procedures for evaluating the training needs of the department and for developing and implementing an effective training program.</p>	5.4%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p><b>MANAGEMENT OF EQUIPMENT/PROPERTY/SUPPLIES</b></p> <p>Knowledge of the management of equipment, property, and supplies for the department, including overseeing general care and maintenance of property and equipment, ordering and purchasing of equipment and supplies, and the preparation of specifications on new equipment for public bids.</p>	5.4%
<p><b>FIRE GROUND COMMAND/EMERGENCY MANAGEMENT</b></p> <p>Knowledge of the procedures necessary to manage operations at the scene of a fire or other emergency, in order to develop and implement an emergency management system; to direct and control emergency operations, including the handling of hazardous materials; to monitor the activities of command staff; to provide a system of emergency medical care; and to establish and implement fireground communications.</p>	12.2%
<p><b>FIRE INSPECTION AND INVESTIGATION</b></p> <p>Knowledge of fire inspection procedures, of life safety codes, and of arson investigation procedures in order to direct a program of fire inspections, pre-fire planning, and fire scene investigations.</p>	8.8%

## **REFERENCE LIST**

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

### **PRIMARY REFERENCE MATERIAL**

**INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS** (Training Manuals):

Fire Department Company Officer, 3rd ed., 1999.  
Fire Inspection and Code Enforcement, 6th ed., 1998.  
Fire and Emergency Services Instructor, 6th ed., 1999.

**NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:**

**FIRE PROTECTION HANDBOOK**, NFPA, 18th ed., 1997.

**MANAGEMENT IN THE FIRE SERVICE**, Carter, Harry R., and Rausch, Erwin, NFPA, Quincy Mass., 3rd ed., 1999.

**FIRE COMMAND**, Brunacini, Alan V., NFPA, 1985.

**EFFECTIVE SUPERVISORY PRACTICES**, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 3rd ed., 1995.

**NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.**

**MANAGING FIRE SERVICES**, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 2nd ed., 1988.

**NOTE: Available through LSU Firemen Training Program or IFSTA Fire Protection Publications.**

**MANAGEMENT POLICIES IN LOCAL GOVERNMENT FINANCE**, International City/County Management Association (ICMA), 777 N. Capitol Street NE, Suite 500, Washington, D.C., 20002-4201, 4th ed., 1996.

**BUSINESS COMMUNICATIONS**, Dumont, Raymond, and Lannon, John, Southeastern Massachusetts University, Little, Brown and Company, Boston, 2nd ed., 1987.

**EFFECTIVE PUBLIC RELATIONS**, Cutlip, Scott M./Center, Allen M./Broom, Glen M., Prentice-Hall, Inc., A Simon & Schuster Company, Upper Saddle River, NJ 07458, 7th ed., 1994.

**ADVANCED SUPERVISORY PRACTICES**, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.